

GENERAL PLAN AMENDMENT

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$4,210	4900
DPLU ENVIRONMENTAL			\$5,340	
DPW ENGINEERING			\$1,020	
DPW INITIAL STUDY REVIEW			\$2,890	
STORMWATER	MINOR	--		
	MAJOR	--		
DEH	SEPTIC/WELL	--		
	SEWER	--		
DPR		\$271		
INITIAL DEPOSIT \$13,731				

***See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- GPA Report
- Initial Consultation or Major Pre-Application Meeting Scoping Letter from DPLU signed by the Financially Responsible Party
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [367 \(AEIS\) Application for an Environmental Initial Study](#)
- [399F Fire Availability Form](#)
- [399S Sewer Availability Form](#)
- [399SC School Availability Form](#)
- [399W Water Availability Form](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/Project Summary](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.

- GPA Report: **Two (2) hard copies.**
- 346 Discretionary Permit Application Form: **One (1) hard copy.**
- 524 Vicinity Map/Project Summary: **One (1) hard copy.**
- Public Notice Package
 - a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
 - b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

All forms listed below are informational only and shall not be submitted.

These are available at: DPLU Zoning Forms.

- 298 Supplemental Public Notice Procedure
- 515 Public Notice Procedure
- 516 Public Notice Applicant's Guide
- 906 Signature Requirements
- Policy I-49 Distribution of Notification of Land Use Hearings
- ZC001 Defense and Indemnification Agreement

**This application requires an appointment to submit.
To schedule or cancel an appointment please call (858) 694-2262.**

NOTES:

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s)**. Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **Numbering GPA's: DO NOT USE the first four GPA's for the year (GPA 12-001, 002, 003, 004). These will be used as "batching" numbers during the year and will be assigned when necessary by a planner. The first individual (over the Counter) GPA for 2012 will be GPA 12-005.**
3. A Major Pre-Application Meeting is **MANDATORY** prior to the submittal of this application.
4. At **INTAKE**: One (1) hard copy of the Initial Consultation or Major Pre-Application letter from DPLU signed by the Financially Responsible Party or; One (1) hard copy of the form waiving the Major Pre-Application Meeting **MUST** be submitted by the applicant.
5. **(Techs):** Check KIVA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal).
6. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
7. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into KIVA.